

Minutes for Westford Recycling Commission

Meeting date and time: April 12, 2007, 7:30 p.m.

Location: Ellen Harde's, 39 Main Street, Westford

Attendees: Andy Bergamini, Gerry DiBello, Kris Erickson, Ellen Harde, Elizabeth Sawyer, and Barbara Theriault

Note that if Action Items from a previous month's minutes were closed before this meeting, they are not included in the minutes. They may be referenced in past minutes under Action Items and considered closed without discussion.

I. Action Items are due by May 10 meeting. Previous (open) action items are in bold.

ALL

1. Step up the surveillance of cardboard pickup infractions and forward evidence to **Andy**.
2. Confirm information on assigned portions of the Recycling Guide.

ABBY

1. **Continue to assemble a list of community based organizations.**

ANDY

1. Write a letter to Abitibi about not putting paper collection containers at municipal sites.
2. Make corrections to the new Westford Recycling Commission logo.
3. Write emails to Nike and New Balance re having a centralized collection site for sneakers.
4. Call Christine at Integrated Paper Recyclers: 1) list what items they consider to be recyclable; 2) pick up bottles in toters at sports fields; and 3) update the letter delivered with toters.
5. Reposition the bottle recycling toters at the sports fields if needed.

BARBARA

1. **Update the annual calendar for events, activities, and tasks for the Commission.**
2. Submit March 8, 2007, meeting minutes to the Town Clerk.
3. Write a draft of the April 12, 2007, meeting minutes and email to members.
4. Submit cable bulletin board messages and articles for the Westford Eagle and Lowell Sun on recycling topics, e.g., Earth Machine, cardboard, compact fluorescents.
5. Email updated version of WRC annual calendar to Commission members.
6. Notify subscribers and return checks if the yard waste collection is not held on April 28.
7. Write a press release for the Westford Eagle on the subject of waste bans and the town policy re recycling voted by Selectmen.

ELIZABETH

1. Prepare a May meeting agenda referring to the minutes and WRC calendar of meetings/tasks and including topics: 1) yard waste collection program for the remainder of 2007; 2) how to enforce mandated cardboard recycling.
2. Compose a banner and craft a message for www.westfordrecycles.org re cardboard recycling. She will circulate a draft to the Commission members.
3. Contact Jim Antonelli at Westford Academy about removing the Abitibi container.
4. Provide Mike Sawyer with updated information on toters for the web site.

ELLEN

1. Work with **Elizabeth** on recycling cardboard in the high school.
2. Write thank you note to Richie Rocketenetz, of Acme Waste, for donating TLC dumpster.
3. Distribute boxes for recycling fluorescent bulbs and button batteries to local collection points. Pick them up when filled and take them to the Highway Garage for storage.
4. Talk to **Abby** about her availability to work on the Recycling Guide for 2007-2008.
5. Have the TLC banner displayed at town center for weekend of April 21-22.

GERRY

1. **Distribute recycling bins to Nashoba Tech after Kris finds out the number.**
2. **Make copies of the TLC flyer for distribution around town with Gerry's phone number.**
3. Contact Eric's Garden Center for details on their yard waste acceptance program.
4. Write a letter to Home Depot to urge them to inform customers about responsible recycling of compact fluorescent bulbs.
5. Obtain brush collection dates for 2007-2008 from the Highway Department.
6. Find ways to get the word out that mercury (in the fluorescents) is hazardous, and that the bulbs should be recycled properly as the mercury can be reclaimed.

KRIS

1. **Submit town recycling statistics to Mike Sawyer to post on the WRC web site.**
2. **Tell Gerry how many recycling bins to deliver to Nashoba Tech.**
3. Contact her workmates about the status of light bulbs.
4. Email her letter to the editor of the Eagle on the Town wide Litter Collection April 21-22.
5. Find out how to get our recycling banner and web link on www.westford.com.

II. Key Points/Decisions from the Meeting (following the printed agenda)

1. The March meeting minutes were approved and will be forwarded to the Town Clerk by **Barbara**.
2. Enforcing the waste ban on recyclables.
 - a. **Andy** suggested that WRC members pick a target area and take before and after digital photos on trash-only weeks of cardboard pickup infractions. Then, after a few trash cycles, go to Richie Rocketenetz to show him the data and remind him that the cost per infraction is \$100. **Andy** offered to organize the data in a spread sheet and collect the photos.
 - b. We want to find a way to have the schools comply with town recycling guidelines and not mix trash and recyclables. **Elizabeth** and **Ellen** will contact the schools. They will also inform them that Integrated Paper Recyclers is the company that collects paper from town buildings. They will request the removal of the Abitibi container. Christine at IPR indicated they are putting a container for mixed paper at Westford Academy.
 - c. We recognize the need to have a campaign to educate homeowners. **Andy**, **Gerry** and **Kris**, and **Barb** will travel through the streets watching for cardboard in the trash and obtain evidence of infractions. If they happen to see homeowners, they will talk to them.
 - d. A motion was made and seconded that individual Commission members may sticker the cardboard that is left out with the trash. **Elizabeth** will provide the stickers.
 - e. **Elizabeth** will create a banner on the cardboard waste ban for our web site. She will also craft a message about the town and state regulations re recycling cardboard and circulate the first draft to Commission members.

- f. **Kris** will provide a message about recycling cardboard for www.westford.com.
- g. **Barbara** will write a press release for the Westford Eagle on the subject of waste bans and the town policy re recycling voted by Selectmen.

3. April events

- a. Step it Up, April 14, on Town Common
 - 1. **Gerry** will present the Earth Machine composter, hand out literature, and take orders.
 - 2. **Barbara, Kris, and Elizabeth** will create a display board and table of recycling tips including two recycling bins, one with glass, metal, and plastic, and the other with mixed paper. An additional bin of non-recyclables, including compact fluorescent bulbs, will be used for education. Recycling Guides will be available for hand outs.
- b. Town wide Litter Cleanup (TLC)
 - 1. **Ellen** will make sure the TLC banner is displayed in the town center for April 21.
 - 2. Publicity about the TLC will be published in the Eagle, Lowell Sun, and on cable.

4. Abitibi and school paper recycling with IPR

Recently there have been Abitibi containers for paper at both Nashoba Tech and Westford Academy. **Andy** will write a letter to Abitibi to tell them Westford municipal buildings have a contract with Integrated Paper Recyclers to collect paper.

5. Yard waste collection

- a. **Barbara** reported that to date there are 29 subscribers @ \$15 for the April 28 yard waste collection. Since we need a minimum of 70 subscribers for a guarantee of \$1000, we will make a decision whether to hold it or cancel it after April 23 when the checks are due. If it is not held, Richie Rocketenetz will be informed and **Barbara** and Rosemarie Koester will contact the subscribers and return their checks along with information on the Jones Farm yard waste pickup program.
- b. **Barbara** saw a sign at Eric's Garden Center about their yard waste collection program. **Gerry** will pursue the details.

6. Other business

- a. Fluorescent tubes and compact fluorescent bulbs. **Ellen** found that a shed would not be needed for storage of the collection boxes filled with fluorescent tubes and bulbs. She will provide collection boxes for residents at Ace Hardware and MacKay's Hardware. Each school and municipal building will also have collection boxes. **Ellen** plans to take the filled boxes to the Highway Garage for storage until Onyx picks them up. Wheelabrator will send us a check for the recycling revolving account.
- b. **Gerry** will find ways to get the word out that mercury (in the fluorescents) is hazardous, and that the bulbs should be recycled properly as the mercury can be reclaimed.
- c. Sneakers collection. **Andy** took a car load of old sneakers collected on March 31 to the Nike store in Boston. He noted that the people were cooperative but the drop off location (in an alley) was difficult to navigate. **Andy** will email a suggestion to Nike and New Balance to have a closed and locked container in a central location where towns in our area could drop off old sneakers for recycling.
- d. **Barbara** reported that Ray placed four bottle toters at Jack Walsh Field (2) and Veteran's Field (2). **Andy** will check on their placement on the fields and contact Integrated Paper Recyclers about collection.

- e. **Barbara** will email Commission members an updated version of the WRC calendar for handy access rather than distributing paper copies at monthly meetings.
- f. New 64-gallon black and yellow toters for residents. There is a shortage of toters to meet the high demand with several hundred people on the waiting list. **Ellen** made a motion that was seconded and passed to explain to residents why distribution of the toters is on hold.
- g. Commission members in attendance selected portions of the 2006-2007 Recycling Guide to review and confirm for the 2007-2008 edition.

7. Action Item review for next meeting (see I above).

8. Close out meeting

- a. The April meeting of the Westford Recycling Commission adjourned at 9:25 p.m.
- b. The next meeting of the Westford Recycling Commission is scheduled for May 10, 2007, at 7:30 p.m. at the Cameron Senior Center. **Elizabeth** will create the agenda. **Barbara** will take notes. **Andy** will chair the meeting.

III. Other items for future discussion

- 1. Possible charges for the 2007 fall brush collection and posting in the Recycling Guide.
- 2. The feasibility of a Collect Everything Day in the next year.
- 3. Re: The request from Charlie De Rosa to Andy that shredded paper to be put in a clear plastic bag to keep it from blowing away or littering the street, discuss how to publicize that suggestion.
- 4. The whereabouts of the video: Where Our Trash Goes.
- 5. Construction waste bans.
- 6. Using/promoting recycled products.
- 7. Toters for drink bottles at additional sports fields in town.

IV. List of Accomplishments prior to 2007 is included in minutes for that year (starting in 2006)

V. List of Accomplishments 2007

- 1. Delivered new resident recycling information packets to local realtors in January.
- 2. Held electronics collection March 31.
- 3. Held the first old sneakers collection March 31.
- 4. Distributed bottle recycling toters to Jack Walsh Field (2) and Veterans' Memorial Field (2).

Respectfully submitted,
Barbara Theriault
Secretary 4/12/07